## Where can I learn more?
### For more information:

- Contact the Business Analyst at OPI, Joe Hamilton, by phone at 406-444-0475 or via email at Jhamilton@mt.gov

**MONTANA e transcript**

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**For comments or questions regarding the Montana E-Transcript Initiative contact:**

**Jamey Ereth**
Data Collections Bureau Chief
jereth@mt.gov

**Joe Hamilton**
Business Analyst
Jhamilton@mt.gov
Montana Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501
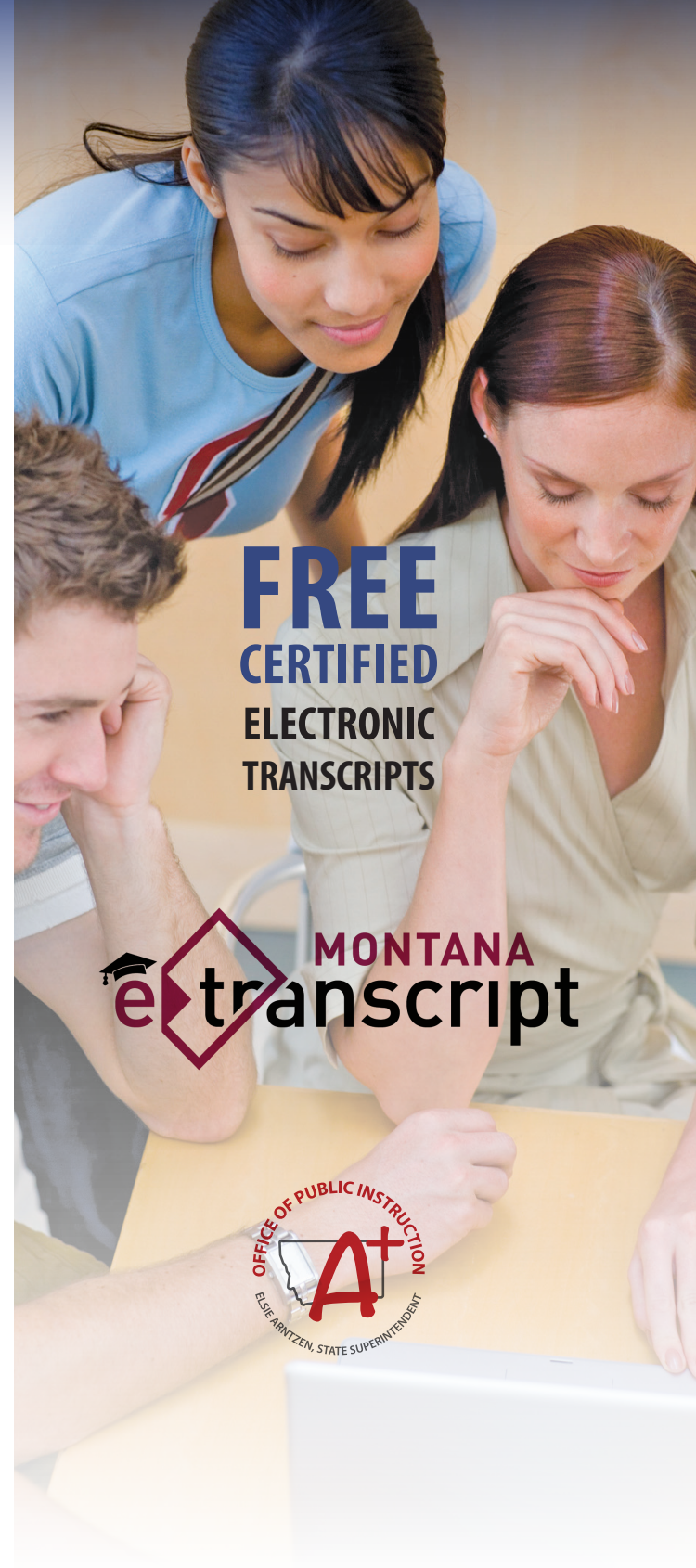(406)444-0475 or
Toll-free: 1-888-231-9393 option 4

**Montana Office of Public Instruction**
PO Box 202501
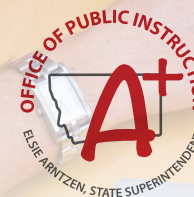Helena, MT 59620-2501
(406)444-3095
Toll-free: 1-888-231-9393

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# FREE
## CERTIFIED
## ELECTRONIC
## TRANSCRIPTS

**MONTANA e transcript**

# Montana E-Transcripts
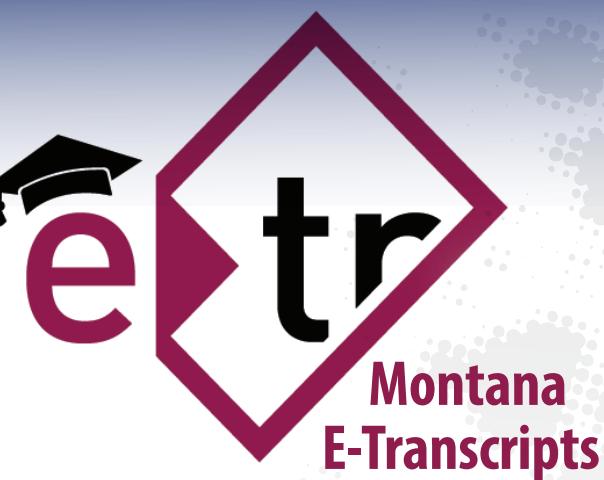
As part of the OPI's Data Project, the Montana E-Transcript Initiative establishes data linkages between K12 Education and post-secondary partners.

Not only will students be able to send free transcripts, the data linkages will be used to aid high schools and colleges in a number of ways, including augmenting remediation and college readiness data.

## Step 1: The OPI's Data Transport System

**What is it?**
- Web portal for submission of student transcript data into a secure database by participating schools and districts.

**What data is submitted?**
- Demographic, course, and assessment data required for the Montana standard transcript as approved by the Board of Public Education in 2013.

**How is the data submitted?**
- Schools can choose to upload a batch file, to manually enter data online, or both.
- Transcript Data Extracts are available in the following School Information Systems: Infinite Campus, Powerschool, and Schoolmaster.

## Step 2: Montana E-Transcript Initiative via Parchment.Com

**What is it?**
- Montana E-Transcript Initiative is the transcript portion of the Data Project.
- Parchment.com has been selected to manage the transcript ordering and fulfillment process.

**How does it work?**
- Data flows from the Data Transport System to Parchment.com via an API set up by the OPI.
- Current Montana high school students may request their free, certified electronic transcripts by accessing Parchment.com.
- Schools retain authority over transcript requests and can approve or hold requests.
- Transcripts are free to the student for up to two years following graduation and available for a nominal fee after that.
- Students can request their transcripts be sent directly to any college, university, or other organization that may require transcripts.
- Project funds subsidize transcript fees for eligible students through December, 2018.

**When will it become available?**
- Schools and Districts began using the system in September 2015.
- Onboarding and Training in the Data Transport and the Parchment systems is ongoing. Contact Joe Hamilton, Business Analyst at 406-444-0475 or Jhamilton@mt.gov to get started.

## Step 3: Data Collection and Reports

**What will the OPI and schools do with the data?**
- Create reports for analysis:
  - Remediation
  - Retention
  - Readiness
- Use student achievement information to inform policies and practices that improve student access and achievement.
- Review course progression in various disciplines across the state.
- And more!

**What can schools and districts do now?**
- Designate a primary contact for each portion of the E-Transcript initiative:
  - One person for data submission to the Data Transport System.
  - One person for fulfilling transcript orders.